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Approved For Release 2003/05/01 : CIA-RDP84-00780R003500080065-7

**EYES ONLY**

DD/S 70-1348

6 APR 1970

**MEMORANDUM FOR:** Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

25X1

**SUBJECT** : Procedures to be Followed in Identifying Excess Personnel

**REFERENCE** : Memo from DD/S to Office Heads, C/SSS, and  
[redacted] dtd 5 Mar 70,  
same subj

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Attached for your guidance is the approved statement of Support Services Procedures for Identifying and Processing of Personnel Excess to Manpower Requirements of FY 1971 Staffing Complements. This version incorporates final changes made by the Inspector General, General Counsel, and the Staff of the Director of Personnel. The attached statement supersedes that transmitted to you by reference memorandum.

/s/ John W. Coffey

R. L. Bannerman  
Deputy Director  
for Support

Att

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O-DD/S: [redacted] pao (2 Apr 70)

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13 March 1970

## SUPPORT SERVICES PROCEDURES FOR IDENTIFYING AND PROCESSING OF PERSONNEL EXCESS TO MANPOWER REQUIREMENTS OF FY 1971 STAFFING COMPLEMENTS

The Director of Personnel has requested that each Deputy Director or Head of Independent Office who anticipates having personnel in excess of requirements provide a description of the criteria to be used and the procedures to be followed in identifying those personnel. The guidance provided below will be followed within the Support Services. For the purposes of this memorandum the term "Career Service" is broadened to include the Support Services Staff and the [redacted]

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a. Excess personnel are those for whom a Career Service does not now have and does not foresee by 30 June 1971 a suitable position in the Career Service at or below the employee's present grade level in his functional job category or in any other functional job category for which he has the necessary qualifications or for which he could be trained within a reasonable period.

b. Each Career Service of the Support Services will:

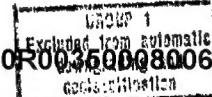
(1) Identify by 25 March 1970 those positions to be removed from its Staffing Complement to conform to established ceiling allocations.

(2) Slot employees against established positions. This is to be done on the basis of a thorough evaluation of each employee's past and current performance, contribution to the Agency, and potential, in comparison with those of other employees of comparable age, grade, and job category. Allowance should be made for predictable losses of personnel through attrition, and employees should where possible be slotted against predicted as well as existing vacancies.

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(3) Consider all unslotted employees for all existing and predicted vacancies before any external recruitment is undertaken.

(4) Identify to a committee to be appointed by the Head of the Career Service (see subparagraph c, below) those individuals who are excess in terms of the definition given in subparagraph a, above, providing the committee a full description of the efforts made to find a suitable position for each of the persons identified as excess.

c. The Head of each Career Service will appoint a committee of at least three senior (GS-15 or above) officers to review the action taken under subparagraph b, above, in order to ensure that those employees identified as excess have been properly selected from among their peers. This committee will submit its conclusions and recommendations to the Head of the Career Service.

d. The Head of the Career Service will review the results of the committee action, and when satisfied that an employee has been properly identified as excess to the needs of the Career Service will direct that the employee be so advised. The employee's personal situation and desires will be reviewed with him at this time to determine his interest in reassignment, voluntary retirement, or optional discontinued service annuity. Any such employee interested in reassignment will be informed that efforts to place him will be made both at the Directorate level and on an Agency-wide basis.

e. Once an employee has been identified as excess to the needs of a Career Service and has been so informed, the Head of the Career Service will forward to the Deputy Director for Support a declaration identifying the employee, describing the efforts made to place him in a suitable position, and certifying that the employee has been informed of his being excess to the needs of the Career Service.

f. The Deputy Director for Support will ensure that each employee designated excess by a Career Service is considered for reassignment throughout the remainder of the Directorate. He will appoint a committee of at least three senior (GS-15 or above) officers for this purpose, and this committee will ensure that every

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reasonable effort is made on behalf of each such employee. The Deputy Director for Support will review the results of this committee's action, and when satisfied that an employee is excess to the needs of the Directorate, will ensure that the employee is so advised. Concurrently, the Deputy Director for Support will identify to the Director of Personnel each such employee as excess to the staffing requirements of his Directorate.

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